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# DLA ADMINISTRATIVE SUPPORT CENTER

**POSITION:** Command Support Assistant, GS-303-6  
**LOCATION:** Defense Contract Management Command  
District International (DCMDI)  
**Duty Station:** Sabana Seca, Puerto, Rico

**ANNOUNCEMENT:** 379-97CS  
**OPENING DATE:** October 8, 1997  
**CLOSING DATE:** October 24, 1997

**AREA OF CONSIDERATION:** Appointable Employees of all Federal Agencies within the local commuting area

**DUTIES:** Incumbent maintains and monitors on a continuous basis the travel spreadsheet to ensure funds are available to meet mission requirements and to preclude violations of federal laws and regulations. Maintains surveillance over the utilization of funds certifying availability of funds and monitoring all expenditures, estimated and actual for TDY in a timely manner in order to preclude violations. Processes mission and training travel request by applying the accounting citation and issuing travel order number. Serves as the certifying funds official. Serves as the Property Custodian for DCMC Americas-Puerto Rico and is responsible for maintaining proper accountability of all office equipment, and furniture. Maintains accurate records of Government property by keeping a database listing serial numbers and locations. Orders supplies from GSA, local sources, and the Navy and maintains logs on the expenditures obligated for supplies and equipment and analyzes supply and equipment cost data to ensure adequate funding is available. Performs periodic inventory of supplies to ascertain continuity of the performance of the mission. Processes all maintenance and printing services and recommends sources of service when not readily available. Administers the Government Owned Vehicle (GOVs) fleet. Coordinates the training functions of DCMC Americas-Puerto Rico with headquarters.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience at least equivalent to the GS-5 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the above position. Applicants must have served one year in grade GS-5 to meet OPM time-in-grade requirements.

<b>EVALUATION METHODS:</b>	<b>MAXIMUM POINT VALUE</b>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	5
	100

**METHOD OF RANKING:** Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

**OTHER:**

1. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. Time in grade and qualification requirements must be met by the closing date of this announcement.
3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
5. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
6. TDY is required.
7. Permanent change of station funds will not be authorized.
8. If you are a status candidate, meet the qualification requirements, and are eligible for a Veteran's Readjustment Act appointment, your application will be considered under merit promotion procedures and referred noncompetitively for a Veteran's Readjustment Act appointment.
9. If this position is filled by a military spouse residing in the commuting area, the military spouse will be given a time limited appointment.
10. If selected for this position, pay retention, as defined in DLAR 1416.8, will be offered to successful applicants whose pay would

otherwise be reduced.

11. Applicants residing in the overseas area may be given temporary or term appointments.

12. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.

**HOW TO APPLY:** Applicants may choose any of the following written application formats:

(1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.

(2) SF 171, Application for Federal Employment.

(3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

**Applicants must forward a written application/resume along with the following documents and forms:**

a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.

b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.

c. A list of all awards received within the past 10 years, including the dates of the awards.

d. Copy of recent SF-50-B, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

**WHERE TO APPLY:** ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

**ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.**

# Merit Promotion Questionnaire

**Position:** Command Support Assistant, GS-303-06

**Location:** Sabana Seca, Puerto Rico

**JOA#**

**Applicant Name:** \_\_\_\_\_  
**SN:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

## Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

## How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Each Ranking Question includes the point value assigned to it. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Unless otherwise instructed, circle every answer which applies. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

### Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED:

Any Major

Level of Education	Major (points)
8 Semester/12 Quarter Hours	____ Any Major (2)
16 Semester/24 Quarter Hours	____ Any Major (3)
1 Academic Year	____ Any Major (5)
2 Academic Years	____ Related Major ( )    ____ Other Major ( )    ____ Any Major (10)
3 Academic Years	____ Related Major ( )    ____ Other Major ( )    ____ Any Major (12)
Bachelor's Degree	____ Related Major ( )    ____ Other Major ( )    ____ Any Major (15)
1 Graduate Academic Year	____ Related Major ( )    ____ Other Major ( )    ____ Any Major (15)
Master's Degree or Higher	____ Related Major ( )    ____ Other Major ( )    ____ Any Major (15)

### Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

\_\_\_\_ Value Engineering    \_\_\_\_ Meritorious or Superior Civilian Service  
\_\_\_\_ EEO Award    \_\_\_\_ Commendable Service Certificate  
\_\_\_\_ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

### Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are:

GS-303, GS-301, GS-318, GS-322, GS-326

Rating Level	Related	Unrelated
Exceptional (Level 5)	____ 5 points each	____ 3 points each
Highly Successful (Level 4)	____ 4 points each	____ 2 points each
Fully Successful (Level 3)	____ 3 points each	____ 1 points each
Below Fully Successful (Level 1 or 2)	____ 0 points each	____ 0 points each

Ranking Questions	Where on Application
<p style="text-align: center;"><b>Command Support Assistant, GS-303-6</b></p> <p><b>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” response to each question. Uncircled questions will be considered a “No” response.</b></p> <ol style="list-style-type: none"> <li>Have you ever researched the Joint Travel Regulations? A. Yes      B. No</li> <li>Have you ever maintained travel logs and ledgers? A. Yes      B. No</li> <li>Have you ever written or prepared reports to present findings and to explain analyses and results achieved? A. Yes      B. No</li> <li>Have you ever served as property custodian or maintained property records? A. Yes      B. No</li> <li>Do you have experience with Microsoft Office Suite? A. Yes      B. No</li> <li>Do you have experience managing use of Government Owned Vehicles (GOVs)? A. Yes      B. No</li> <li>Do you have experience with the Federal small purchase or IMPAC procurement process? A. Yes      B. No</li> <li>Do you have experience administering a training program? A. Yes      B. No</li> <li>Do you have experience preparing organizational budgets? A. Yes      B. No</li> <li>Have you ever managed the inventory of office supplies? A. Yes      B. No</li> </ol>	

### Certification

**I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.**

**Signature:**

**Date:**